

Defense Intelligence Senior Level (DISL)
Position Vacancy Announcement
For the
National Geospatial-Intelligence Agency

Announcement No. HQ NGA DISL 2005-38

Opening Date: 14 September 2005

Closing Date: 13 October 2005

Position Title/Series: Deputy Director, Acquisition Contracts Office/Series IP-1102

Number of Vacancies: 1

Salary Range: \$107,550 - \$140,300

Location: National Geospatial-Intelligence Agency (NGA)
Acquisitions Directorate
Acquisition Contracts Office
Reston, VA

Area of Consideration: All Sources

How to Apply: To receive ***FULL*** consideration, submit an ***original and four copies*** of your current application. You must identify the position vacancy announcement number. Permanently attach all components of each application package. There is no application of preference, therefore, an Application for Federal Employment (SF-171); Application for Federal Employment (OF-612); or a resume may be used. **Certain information is required** to be submitted, e.g., full name, mailing address, phone numbers, social security number, education, work experience, and Technical Qualification Statements. Failure to provide all the required information and copies could result in an ineligible rating. Incomplete applications will not be considered.

Submit your application to:

HUMAN DEVELOPMENT/EXECUTIVE RESOURCES

ATTN: Executive Resources, Mail Stop D-49
4600 Sangamore Road
Bethesda, MD 20816-5003

Applications must be received by the closing date. A postmark will ***NOT*** prevail. Applications will ***NOT*** be returned. Please reference announcement number shown above.

Basic Duties and Responsibilities: The person selected for this position will serve as one of two deputies in the Acquisition Contracts Office. Responsibilities include supporting the Senior Procurement Executive and Competition Advocate. Contracts range in complexity from simplified acquisitions to base operations to very complex research and development efforts. The person selected for this position will serve on the NGA Procurement Board (NPB) to review acquisition packages for requirements valued between \$5M and \$30M; will serve on the pay-for-performance or Total Pay Compensation (TPC) evaluation board for Acquisition Contracts; and will provide senior leadership to the AC Contract Specialist Development Program and the AC Leadership Development

programs. As a deputy director, provides senior leadership in assignment and career development for over 100 government, military, and contract employees. As a senior officer at NGA, the person selected will guide integration of acquisition contracts information with Agency's strategic objectives; serve as senior referent for contract planning; and develop studies, reviews, decision support materials and reports to support innovative acquisition strategies while working with all Agency components to ensure a corporate approach to all acquisitions.

Position Demands: This executive level position requires DAWIA Level III Certification Contracting or equivalent. Certification requirements may be completed within 18 months of appointment to the position. Individual selected must be able to analyze and report on complex contracting and acquisition issues and provide substantive mission perspective on a variety of NGA acquisition requirements.

Technical Qualification Requirements: Applicants will be rated on the "Specialized Experience" requirements and "Additional Factors" identified below which are essential for successful performance in the position. These statements should be included as separate attachments (**not to exceed 2 pages for Specialized Experience and 2 pages for each Additional Factor**) and are a narrative explanation of your relevant background and experience. These statements must show that your experience, education, and accomplishments reflect the competence and professional standing required to provide expertise required by this position. Technical Qualification Statements that do not clearly address the qualification criteria will not be adequate for evaluation. (A recommended approach for addressing the Technical Qualifications is provided at the end of this vacancy announcement.)

A. Specialized Experience: Individual selected must have a thorough understanding of federal contracting and the Agency's mission. Individual must demonstrate strategic thinking and the ability to plan and implement creative acquisition strategies.

B. Additional Factors: The following will be considered in determining the candidate's qualifications:

1. Understanding of the Department of Defense, Intelligence Community and the Agency's mission.
2. Working level understanding of imagery and production systems and capabilities.
3. Demonstrated analytic capability, including ability to develop and implement creative, flexible acquisitions strategies.
4. Demonstrated ability to use metrics to track progress.
5. Strong writing and briefing skills.

List of Publications: Provide a list of publications or papers you have authored with title, date, and any co-authors, and state the impact on the scientific community.

Evaluation Methods: Applicants will be evaluated based on job-related criteria identified under the Qualification Requirements by a screening panel of senior representatives with functional backgrounds relevant to this position. Interviews may be conducted.

Security Clearance and Access Level: This position requires access to classified Defense Department and Intelligence Community information. The individual selected must already possess, or be immediately eligible for, a TOP SECRET security clearance and access to Sensitive Compartmented Information. U.S. citizenship is required for the granting of a security clearance.

Other Requirements:

1. Applicant selected for this position is subject to the completion of a one-year probationary period in conjunction with the appointment at the DISL level. (Applicants selected from outside NGA are subject to the completion of a two-year probationary period associated with their initial appointment to the Agency.)
2. This position is covered under the Ethics in Government Act of 1978 (P.L. 95-521). Incumbent is required to file an Executive Personnel Financial Disclosure Report (SF-278) with the NGA Office of General Counsel.
3. State the lowest pay you will accept.
4. Provide the name, address, and telephone number of three references to substantiate your qualifications.
5. Employment is subject to requirements of the NGA Drug Testing Program.

Other Information:

1. All qualified applicants will receive consideration for appointment without regard to race, age, religion, color, national origin, sex, sexual orientation, handicap, political affiliations, or any other non-merit factor.
2. Copies of this announcement and other general information may be obtained through the NGA website www.nga.mil/careers or by calling (301) 227-2531/2877 or DSN 287-2531/2877.
3. Applications will not be returned.
4. NGA is an Equal Opportunity Employer.
5. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
6. Use of postage paid Government agency envelopes to file job applications is a violation of Federal law and regulation.
7. Please identify how you became aware of this vacancy, e.g., opm.gov, The Washington Post, NGA Web Page, employee, etc.
8. Permanent Change of Station (PCS) funds are not available.

The following approach is recommended for addressing Technical Qualifications:

Provide a brief summary of your professional experience before describing the “Specialized Experience” requirements. Provide sufficient examples of your accomplishments and explain the accomplishments in terms of the following three elements: (1) Identify specific projects and *activities* in which you participated and describe what you did; (2) Describe the *context*, or environment, within which these activities occurred, mention other individuals (by title) or groups involved; and (3) Explain the *outcomes* of your actions, these outcomes should reveal the quality and effectiveness of your contributions and demonstrate your ability to achieve results.

Your Technical Qualification Statements should include evidence of the senior scientific/technical/management experience and professional credentials needed to perform the duties of the position and contain enough examples to provide a sound basis for assessment of your qualifications.